Connecticut Department of Emergency Services and Public Protection Division of State Police, Special Licensing & Firearms Unit

Instructions to Applicants

Pistol Permits –	Pistol Permits –	Pistol Permits –
New	Renewal In-Person	Renewal by Mail
 A valid Temporary State Permit to Carry Pistols or Revolvers (DPS-11-C) must be presented in person at DESPP Headquarters. Proof of legal and lawful presence in the United States is required. Acceptable forms of proof include a birth certificate, U.S. passport, or documentation of permanent residence from the U.S. Citizenship and Immigration Services. Payment of a \$70.00 fee is required, either by check or money order made payable to "Treasurer, State of Connecticut" or exact cash payment. Your photograph and signature will be taken at DESPP. 	1. All pistol permits may be renewed in person at DESPP Headquarters. 2. Confirm the accuracy of the information on DPS-129-C. If corrections are required, draw a single line through any incorrect information and write in the correct information. Present the corrected form to DESPP. 3. Bring a \$70.00 check or money order made payable to "Treasurer, State of Connecticut" or exact cash payment. 4. Your photograph and signature will be taken at DESPP.	 Out-of-state pistol permits may be renewed by mail. Effective 10/1/11, instate renewals may also be completed by mail. Confirm the accuracy of the information on DPS-129-C. If corrections are required, draw a single line through any incorrect information and write in the correct information. Sign the corrected form in the presence of a notary prior to mailing. Using transparent tape, attach a 2" x 2" color passport photo, taken within the previous 6 months, in the box provided. Include a \$70.00 check or money order made payable to "Treasurer, State of Connecticut." Do not send cash. Proof of legal and lawful presence in the United States is required. Acceptable forms of proof include a birth certificate, U.S. passport, or documentation of permanent residence from the U.S. Citizenship and Immigration Services. Do not send originals. Include a self-addressed, stamped #10 envelope.

Renewals for Armed Security Officers (Blue Cards/Class 1) and Bail Enforcement Agents (Gold Cards/Class2)

- 1. Follow the instructions above for Pistol Permits Renewal In-Person.
- 2. An additional check or money order for \$62.00 is required, made payable to "Treasurer, State of Connecticut."
- 3. Include a self-addressed, stamped #10 envelope.
- 4. Armed Security Officers must submit a DPS-1030-C annually as proof of completion of the handgun qualification refresher course.

Eligibility Certificates (New & Renewals)

- 1. New applicants must complete the DPS-799-C and DPS-164-C, and sign it in the presence of an official when your photo is taken.
- 2. Submit an affidavit signed by an instructor certified by the State, the National Rifle Association, or the Dept. of Energy and Environmental Protection stating that the applicant successfully completed a safety or training course in the use of pistols or revolvers. Such statement shall specify that the instructor was so certified at the time that he taught the course, and shall include the full name of the applicant, and the date, location and duration of the course.
- 3. Submit a complete set of fingerprints with separate checks or money orders to cover the federal processing fee of \$19.25 and the state fee of \$50.00, both made payable to "Treasurer, State of Connecticut" for the required criminal background checks.
- 4. Submit an additional check or money order for \$35.00 made payable to "Treasurer, State of Connecticut" for the processing of the Eliqibility Certificate.
- 5. When applicable, criminal and/or mental health records must be submitted (C.G.S. 29-36g).
- 6. Renewal applicants must submit a DPS-129-C and follow instruction for pistol permit renewal above including citizenship and legal resident alien requirements.
- 7. Include a self-addressed, stamped #10 envelope.

Current schedules, and hours and directions can be found at www.ct.gov/dps - click on Special Licensing & Firearms tab.

SEE IMPORTANT NOTICES -- REVERSE SIDE

NOTICE

Pursuant to C.G.S. §§ 29-28, 29-32, 29-36f and 29-36l and 18 U.S.C. § 922, applications covered by these instructions will not be issued or be renewed. if:

- 1. You have a FELONY CONVICTION in any jurisdiction.
- 2. You have a MISDEMEANOR CONVICTION in Connecticut of one of the following crimes:
 - a. Illegal possession of controlled or hallucinogenic substances, as specified under C.G.S. 21a-279
 - b. Criminally negligent homicide 53a-58
 - c. Assault in the third degree 53a-61
 - d. Assault of a victim 60 or older in the third degree 53a-61a
 - e. Threatening- 53a-62
 - f. Reckless endangerment in the first degree 53a-63
 - g. Unlawful restraint in the second degree 53a-96
 - h. Riot in the first degree 53a-175
 - i. Riot in the second degree 53a-176
 - j. Inciting to riot 53a-178
 - k. Stalking in the second degree 53a-181d
- 3. You are an unlawful user of or addicted to any controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).
- 4. You were CONVICTED of a MISDEMEANOR CRIME of DOMESTIC VIOLENCE.

This means an offense that (1) is a misdemeanor under federal or state law; and (2) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent or guardian of the victim, or by a person with whom the victim shares a child in common, or by a person who is cohabiting with or who has cohabited with the victim or spouse, parent, or guardian, or by any person similarly situated to a spouse, parent or guardian of the victim.

- 5. You were discharged from custody within the preceding 20 years after having been found NOT GUILTY OF A CRIME BY REASON OF MENTAL DISEASE OR DEFECT pursuant to C.G.S. 53a-13.
- You were CONFINED TO A HOSPITAL for any psychiatric disability (C.G.S. 17a-495) within the preceding 12 months by order of a judge of a probate court.
- 7. You are subject to a RESTRAINING ORDER or PROTECTIVE ORDER issued by a court in a case involving the use, attempted use or threatened use of physical force.
- 8. You are subject to a Firearms Seizure Order issued pursuant to C.G.S. 29-38c prohibiting possession of firearms.
- 9. You are an ILLEGAL ALIEN in the United States.
- 10. You are UNDER the AGE of 21 years.
- 11. You have renounced your United States citizenship.
- 12. You have been discharged from the Armed Forces under a dishonorable condition.
- 13. You are prohibited by federal law, Section 922 (g) or (n) of Title 18 of the United States Code.

Please direct any questions regarding your status to the Special Licensing and Firearms Unit in person at DESPP Headquarters, Special Licensing & Firearms Unit, 1111 Country Club Road, Middletown, CT. 06457 or by telephone at (860) 685-8290. Please note that DESPP Headquarters will be closed on State and Federal holidays. No appointments necessary.

Troop G Permit Office in Bridgeport, 149 Prospect St, Bridgeport Ct 06604, telephone (203) 696-2532 Wednesday & Friday 8 am – 12 pm & 1230- 4 pm

Please note this location will be closed on State and Federal holidays. No appointments necessary. Troop location may be closed during inclement weather.

The Department of Emergency Services and Public Protection (DESPP) herein notifies the applicant that the DESPP will be notified by the Department of Mental Health and Addiction Services if the applicant has been confined in a hospital for psychiatric disabilities within the preceding twelve (12) months by order of probate court. DESPP will use this information in order to fulfill its statutory obligations.

Visit our web site at: www.ct.gov/dps